

# Coatings Task Group Meeting Agenda

June 20-23, 2016

Novotel London West

London, United Kingdom

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| --- | --- |
| **Thermal Spray** | **Coating Evaluation** |
| **Vapor Deposition** | **Plating of Coated Parts** |
| **Diffusion Coatings** | **Heat Treating of Coated Parts** |
| **Stripping of Coatings** |  |

The Coatings Task Group covers the following processes:

***Notice 1: All times are approximate and subject to change. Please contact PRI for updated information.***

***Notice 2: At the beginning of each day, the meeting will start with Opening Comments consisting of: Call to Order, Verbal Quorum Check, Introductions (as needed), Routing of the Attendance List (as needed)***

***Notice 3: Please bring your agenda with you to the meeting. Copies will not be available on-site.***

***Best Practices: 1) Start all meetings on time. 2) Follow the agenda. 3) No long-winded discussions***

**Caution: Restricted Export Controlled (e.g. ITAR, EAR) material is prohibited from presentations. It is the responsibility of the presenter to ensure that this material is not included.**

**Presentations should not contain proprietary information without the approval of the organization which owns the information.**

**Any non-Nadcap agenda topics require approval by the Director, Nadcap Program and Aerospace Operations.**

***RECORDING POLICY:***

***Audio or video recording of Nadcap meetings is prohibited unless formal approval is received from all attendees and recorded in the minutes. Violators of this policy will be asked to stop recording. Failure to stop recording or repeated attempts to record may result in expulsion from the meeting and/or the Nadcap program.***

Meeting Objectives:

1. Determine Major NCR Classification Criteria
2. Devlop Audit Effectiveness Plan
3. Begin AC7109/3 Rev G
4. Report out on Pyrometry Technical Briefing CI Project
5. Develop Auditor Conference Agenda

Monday, June 20, 2016

9:00 am

1.0 Opening Comments (daily)

1.1 Call to Order/Verbal Quorum Check

1.2 Safety Information:

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.4 Present the Antitrust Video

1.5 Review Agenda

1.6 Expectations

10:00 am

2.0 Review Delegation Status

10:30 am

3.0 Task Group Resolution

11:00 am

4.0 Auditor Consistency

4.1 Review Observation Plan

4.2 Review Auditor Consistency Data

4.3 Review Dashboard Metrics

1:00 pm – 2:00 pm

LUNCH BREAK

2:05 pm

1.0 Opening Comments (daily)

1.1 Call to Order/Quorum Check

1.2 Safety Information:

1.3 Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct

1.4 Present the Antitrust Video

1.5 Review Agenda

1.6 Expectations

1.7 Acceptance of Meeting Minutes

2:30 pm

5.0 Review Membership Status

5.1 Current Voting Member participation [meeting and ballots]

5.2 New Voting Members

5.3 Succession Plan

2:45 pm

6.0 Metrics

6.1 NMC

3:00 pm

7.0 First Time Supplier Feedback

3:15 pm

8.0 RAIL [Rolling Action Item List] Review

3:30 pm

9.0 Industry Standard Champion Report

3:45 pm

10.0 SSC Introduction

4:00 pm

11.0 Program Documents

11.1 Coatings Audit Handbook Review

5:00 pm

12.0 Classification of Nonconformances

6:00 pm

ADJOURNMENT

Tuesday, June 21, 2016

8:00 am – 9:00 am

**Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program

9:05 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.5 Review Agenda

1.6 Expectations

9:15 am

13.0 Audit Effectiveness

13.1 Selection of Job Audits

13.2 Paper/Demo/Virtual/Coupon Audits

13.3 Define Level of Specifications

13.4 Validate Flowdown of Customer Requirements

13.5 Job Audit Length

13.6 Update Checklists

13.7 Training on Subscriber Requirements

1:00 pm – 2:00 pm

Lunch Break

2:05 pm

14.0 Audit Criteria [Checklist] Revision

14.1 AC7109/6 Rev D Ballot Resolution

14.2 Discussion on Technical Revision of AC7109/5 to Meet Tracker Implementation

14.3 AC7109/3 Rev G

4:45 pm

ADJOURNMENT

5:00 pm – 6:30 pm

**Supplier Support Committee Meeting** - All suppliers are encouraged to attend.

Wednesday, June 22, 2016

9:00 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.5 Review Agenda

1.6 Expectations

9:10 am

14.0 Audit Criteria [Checklist] Revision

14.1 AC7109/6 Rev D Ballot Resolution

14.2 Discussion on Technical Revision of AC7109/5 to Meet Tracker Implementation

14.3 AC7109/3 Rev G

1:00 pm – 2:00 pm

Lunch Break

2:05 pm

15.0 Continuous Improvement Initiative

15.1 PyrometryTechnical Briefing Project Update

15.2 Review Project List

15.3 Develop New Project Charter

4:00 pm

16.0 2016 Auditor Conference

4:45 pm

ADJOURNMENT

5:00 pm – 7:00 pm

**NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend.

Thursday, June 23, 2016

9:00 am – 11:00 am

**Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting.

11:05 am

1.0 Opening Comments

1.1 Call to Order/Quorum Check

1.5 Review Agenda

1.6 Expectations

11:15 am

17.0 SSC Report

11:45 am

18.0 NMC, AQS and Planning & Ops Reports

12:15 pm

19.0 New Business

12:45 pm

20.0 Meeting Conclusion

20.1 Review Expectations

20.2 Agenda Items for Next Meeting

20.3 Review New Action Items

20.4 Meeting Feedback

1:00 pm

ADJOURNMENT

Monday, June 20, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **CLOSED** | 1. Opening Comments (daily)
	* 1. Call to Order/Verbal Quorum Check
			+ Verify only Subscriber Members are in attendance
			+ Introductions
		2. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		5. Review Agenda
		6. Expectations
 | Udo SchuelkeJustin Rausch |
| 10:00 am | 1. Review Delegation Status
	* Jim Lewis, Bob Lizewski, and Justin Rausch
 | Justin Rausch |
| 10:30 am | 1. Task Group Resolution
	* Rolls-Royce Discussion
 | Justin Rausch |
| 11:00 am | 1. Auditor Consistency
	* 1. Review Observation Plan
		2. Review Auditor Consistency Data
			+ Standard Data
			+ Supplier Feedback
			+ Auditor Evaluations and Trends
			+ Observer Feedback [t-frm-01]
			+ Summarize actions taken
		3. Review Dashboard Metrics
 | Justin Rausch |
| 1:00 pm – 2:00 pm |  | LUNCH BREAK |  |
| 2:05 pm | **OPEN** | 1. Opening Comments (daily)
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Safety Information:
			+ Review Fire Exits in Meeting Room
			+ Inform PRI Staff person of any emergencies
		3. Review Code of Ethics (Ref: Attendees’ Guide) and Meeting Conduct
		4. Present the Antitrust Video (only @ the first open and first closed meeting of the week for each Task Group)
		5. Review Agenda
		6. Expectations
		7. Acceptance of Meeting Minutes
 | Udo SchuelkeJustin Rausch |
| 2:30 pm | 1. Review Membership Status
	* 1. Current Voting Member participation [meeting and ballots]
		2. New Voting Members
		3. Succession Plan
 | Udo Schuelke |
| 2:45 pm | 1. Metrics
	* 1. NMC
 | Justin Rausch |
| 3:00 pm | 1. First Time Supplier Feedback
	* Opportunity for first time suppliers to provide feedback on the Nadcap audit process. This is part of the CTTG Continuous Improvement Initiative.
 | Udo Schuelke |
| 3:15 pm | 1. RAIL [Rolling Action Item List] Review
 | Justin Rausch |
| 3:30 pm | 1. Industry Standard Champion Report
	* Review Watch List
 | Dan Loveless |
| 3:45 pm | 1. SSC Introduction
	* Highlight of activities planned for the week
 | Jeff Tomczak |
| 4:00 pm | 1. Program Documents
	* 1. Coatings Audit Handbook Review
 | Justin Rausch |
| 5:00 pm | 1. Classification of Nonconformances
	* When “Supplier to Evaluate Impact on Hardware” is relevant
	* Violations of Industry Standards and MRO Manuals
 | Justin Rausch |
| 6:00 pm | ADJOURNMENT |  |

Tuesday, June 21, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 8:00 am – 9:00 am |  | **Supplier Orientation & Tutorial** – An introduction and overview of the Nadcap program |  |
| 9:05 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 9:15 am | 1. Audit Effectiveness
	* 1. Selection of Job Audits
		2. Paper/Demo/Virtual/Coupon Audits
		3. Define Level of Specifications
		4. Validate Flowdown of Customer Requirements
		5. Job Audit Length
		6. Update Checklists
		7. Training on Subscriber Requirements
 | Justin Rausch |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:05 pm | **OPEN** | 1. Audit Criteria [Checklist] Revision
	* 1. AC7109/6 Rev D Ballot Resolution
		2. Discussion on Technical Revision of AC7109/5 to Meet Tracker Implementation
		3. AC7109/3 Rev G
 | Justin Rausch |
| 4:45 pm | ADJOURNMENT |  |
| 5:00 pm – 6:30 pm |  | **Supplier Support Committee Meeting** - All suppliers are encouraged to attend. |  |

Wednesday, June 22, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |  |  |
| --- | --- | --- | --- |
| 9:00 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 9:10 am | 1. Audit Criteria [Checklist] Revision
	* 1. AC7109/6 Rev D Ballot Resolution
		2. Discussion on Technical Revision of AC7109/5 to Meet Tracker Implementation
		3. AC7109/3 Rev G
 | Justin Rausch |
| 1:00 pm – 2:00 pm |  | Lunch Break |  |
| 2:05 pm | **OPEN** | 1. Continuous Improvement Initiative
	* 1. PyrometryTechnical Briefing Project Update
		2. Review Project List
		3. Develop New Project Charter
 | Justin Rausch |
| 4:00 pm | 1. 2016 Auditor Conference
	* Create Agenda
 | Justin Rausch |
| 4:45 pm | ADJOURNMENT |  |
| 5:00 pm – 7:00 pm |  | **NMC Planning & Ops Meeting** – Task Group Chairs & Staff Engineers are required to attend. |  |

Thursday, June 23, 2016

(quorum must be verbally established DAILY at the beginning of each meeting)

|  |  |
| --- | --- |
| 9:00 am – 11:00 am | **Nadcap Management Council Meeting** – All members are encouraged to attend this informative and important meeting. |
| 11:05 am | **OPEN** | 1. Opening Comments
	* 1. Call to Order/Quorum Check
			+ Introductions
		2. Review Agenda
		3. Expectations
 | Udo SchuelkeJustin Rausch |
| 11:15 am | 1. SSC Report
	* Review of SSC mission, leadership, and activities
 | Jeff Tomczak |
| 11:45 am | 1. NMC, AQS and Planning & Ops Reports
	* Meeting week report outs
 | Vern TalmadgeJoel MohnackyUdo Schuelke |
| 12:15 pm | 1. New Business
 | Justin Rausch |
| 12:45 pm | 1. Meeting Conclusion
	* 1. Review Expectations
		2. Agenda Items for Next Meeting
		3. Review New Action Items
		4. Meeting Feedback
 | Udo SchuelkeJustin RauschDale Harmon |
| 1:00 pm | ADJOURNMENT |  |